

10 December 1958

MEMORANDUM FOR: Chief, Records Management Staff

FROM : Chief, Records Center

SUBJECT : Disposition of Records From the Office of Personnel

Enclosed is a list reflecting the records disposition activity for the Office of Personnel. This list has been broken down into two parts consisting of Personnel and Credit Union. In checking the records accessioned with the disposition instructions of the current Records Control Schedule, there are several items that require special mention.

A. Personnel

1. The schedule calls for records to be retired to the Center under items number 4, 10a, 10b, 27b, 36a, 36b, 38a, 40a, 40b, 42, 43, 52, 57, 66, 71, 81, 82, 101, 114, 136, 240, 247, 257b, 270b, 338c, 339, 340c.1, 373, 381, 406a, 406b, 415f, 415g, 417b, 418b, 428a, 440, 482.2b, 495 and 507. However, no accessions have been made to date.

2. The current schedule does not call for records identified under items number 29a, 258, 289, 304a, 352, 366, 415d, 415e, 448, 461b, 490, 500, and 501 to be retired to the Center. These records should have been either retained in current files area indefinitely or retained and destroyed in current files area.

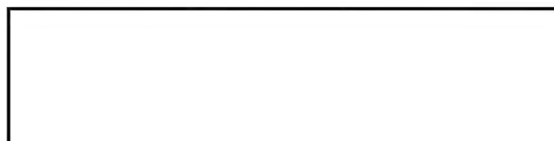
3. Because of the discontinuance of several files, there are four jobs consisting of 15 cubic feet of records that are covered under the old schedule 40-56. Six cubic feet of this material is temporary and the remaining 9 cubic feet should not have been received by the Center. These 9 cubic feet consist of 5" x 8" jackets containing the application for enrollment in Group Hospitalization Inc. However, due to the Agency cancelling the contract with GHI, possibly the disposition instruction should be changed to meet the current status of these records.

4. There are six jobs consisting of 21 cubic feet of Employee and Applicant Control Cards that are not covered by the current Records Control Schedule.

SUBJECT: Disposition of Records From the Office of Personnel

B. Credit Union

The schedule does not call for records identified under item number 17 to be retired to the Center. This material should have been retained in current files area indefinitely.



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Attachment:
As Above

ACTIVITY SUMMARY OF RECORDS CONTROL SCHEDULES

RECORDS CONTROL

SCHEDULE NO. 40-57

OFFICE

PERSONNEL

DATE 12-1-58

Item No.	No. of Jobs	Years Covered	Perm.	Temp.	Ca. Ft. and Disposition Instructions					Dest. at Center	Trans.
					Indef.	Not Cov.	Should Not Have Rec.				
1	2	1948-1956	2								
4	-										
5	3	1954-1956		6							
8	1	N.A.		1							
10a	-										
10b	-										
16	1	1953-1955	-								
23	2	1949-1956	3								
27b	-										
29a	2	1951-1957					3				
36a	-										
36b	-										
38a	-										
40a	-										
40b	-										
42	-										
43	-										
44	2	1951-1955	7								
51	1	Thru 1956	1								
52	-										
57	-										
66	-										
67	1	1954-1956	1								
68a.1	1	1954-1957	1								
68b	1	1954-1957	-								
70	1	1954-1956	-								
71	-										
81	-										
82	-										
91	1	Thru 1956		5							
92	2	1951-1956									
99	1	N.A.			1				2		
100	1	N.A.			-						
TOTAL:											

ACTIVITY SURVEY OF RECORDS CONTROL SCHEDULES

RECORDS CONTROL

SCHEDULE NO.

40-57

OFFICE

PERSONNEL

DATE

12-1-58

Cu. Pt. and Disposition Instructions

Item No.	No. of Jobs	Years Covered	Perm.	Temp.	Indef.	Not Cov.	Should Not Have Rec.	Dest. at Center	Trans.
101	-								
105	1	Thru 1956		-					
109	1	Thru 1954						-	
114	-								
136	-								
212	1	1956-1957		2					
213	1	1956-1957		-					
215	1	1956-1957		-					
216	1	1956-1957		-					
219	1	1944-1952		2					
227	1	1947-1950						2	
233a	2	1951-1958		14					
240	-								
245a	2	N.A.	8						
245b	2	N.A.	-						
247	-								
251	2	1952-1954			1			1	
257b	-								
258	1	N.A.					2		
270b	-								
288b	1	1946-1955			3				
289	1	1954-1956					3		
293	1	N.A.			3				
294	1	1953-1956		1					
302	2	1952-1956		2					
304a	1	1952-1956					-		
322	6	1952-1957		16				5	
326	1	1952-1953						-	
338a	1	1953	2						
338b	1	1954-1957	-						
338c	-								
338e	1	1956-1957		-					
339	-								
TOTAL:									

ACTIVITY SURVEY OF RECORDS CONTROL SCHEDULES

RECORDS CONTROL

SCHEDULE NO. 40-57

OFFICE

PERSONNEL

DATE

12-1-58

Item No.	No. of Jobs	Years Covered	Cu. Ft. and Disposition Instructions						
			Perm.	Temp.	Indef.	Not Cov.	Should Not Have Rec.	Dest. at Center	Trans.
340a.1	10	1947-1956		35					
340a.2	1	1954		1					
340b.1	1	1953		1					
340c.1	-								
352	1	1948-1949					-		
353a.1	7	N.A.		177					206
355	1	Thru 1951		2					
356	3	N.A.		123					11
359a	1	1953-1955						7	
359b	1	1946-1952			3				
359c	1	1946-1952			-				
366	8	1946-1955					12	35	
370	1	1952-1954						1	
373	-								
378a	1	N.A.		3					
378b	2	N.A.		7					
381	-								
404	2	1945-1956		5					
406a	-								
406b	-								
413	2	1956-1957		3				2	
415a	2	1946-1957			6				
415b	1	Thru 5/57			1				
415c	1	1948-1955		5					
415d	1	Thru 3/57					-		
415e	1	Thru 7/57					-		
415f	-								
415g	-								
417a	1	1954-1956		3					
417b	-								
418a	2	1946-1956		-					
418b	-								
TOTAL:									

ACTIVITY SURVEY OF RECORDS CONTROL SCHEDULES

RECORDS CONTROL

SCHEDULE NO. 40-57 OFFICE PERSONNEL DATE 12-1-58

Item No.	No. of Jobs	Years Covered	Cu. Ft. and Disposition Instructions						
			Perm.	Temp.	Indef.	Not Cov.	Should Not Have Rec.	Dest. at Center	Trans.
421	1	1949-1954		-					
426	2	1952-1957		3					
427	3	1953-1957		44					
428a	-								
434	1	1952-1956		3					
436	1	1955-1958			-				
437a	5	1945-1957			18				
440	-								
448	1	1951-1952					-		
450	1	1953-1954						1	
452	2	1948-1953		3				3	
453	1	N.A.		1					
454	1	1953-1954						1	
456	2	N.A.	2						
460	2	1951-1953		-				1	
461b	1	1949-1951					1		
466	2	1946-1956		4				2	
482.2b	-								
483	4	N.A.		6					
488a	1	N.A.		6					
489b	6	1951-1956		4				1	
490	1	1955-1956					-		
493a	10	1947-1956	15						
494	1	N.A.	-						
495	-								
496c	30	N.A.		172					2
500	3	1951-1956					-	2	
501	1	1951-1956					-		
507	-								
	6	1947-1953				21			133
TOTAL:									

SCHEDULE NO. 40a-57

OFFICE PERS/CREDIT UNION

DATE 12-1-58

Ch. Pt. and Disposition Instructions

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100220001-8